500 Help Wanted

TEACHER
needed for 3-3/4 yr. olds, certification & preschool teaching experience required. Full time. Begin immediately. 357-1740

TEACHER
needed for 2-2½ yr. olds. Certification & preschool teaching experience required. Full time. Begin immediately. 357-1740

TEACHERS - Elementary
Creative & Motivating. Part time afternoons. Private school in Southfield 948-1080 968-8663

TEACHERS - Kindergarten & preschool with degree, plus experience for Plymouth nursery school. Competitive pay plus benefits. 459-5830

PART TIME - Evening phone work for mature person, no selling. Hrs. available to fit your schedule. Call after 7pm. 471-5600

TELEMARKETER - Experienced. Livonia portrait studio. Flexible hours required. Ask for Pat 422-9310

TELEMARKETERS $5/hr. Full or part time. Information gathering, experience preferred 473-7210
Steven J. Greene Personnel

TELEMARKETER - Troy insurance office seeking outgoing, mature individual for Telemarketing/Secretarial position. Pleasant phone manners a must. Non-smoking. Part time flexible hours. Base pay plus commission. 362-2220 Ext 2288

TELEMARKETERS
3 sharp enthusiastic postive poeple who would like to earn stable high earnings.
Hrly + Bonuses
981-1181

TELEMARKETING
$ Dial In Style $
Brand new Farmington Hills location looking for 3 people to round out our staff. If you are motivated & enthusiastic with excellent communication skills, we have a position for you. Must be able to work evenings 5pm-9:30pm & Sat. 9:30am-2pm. We offer:
- Pre-qualified leads
- Guaranteed up to $12 hourly
- Cash bonus weekly
- Training
- No sales

Call Tom 1pm-5pm Mon. thru Fri. 539-3040

telemarketing

LABOR DAY! YOU HAVEN'T LABORED ALL SUMMER!
Why start now? You don't need a back breaking job. You need a great part-time position in a cool office with excellent wages and a flexible schedule. Call us and we'll give you financial incentives and advancement opportunities. Call 5:30 pm to 8:30 pm Livonia 421-7435 Southfield 559-4330

TELLER
Part time teller positions at our Livonia & Northville Branches. Candidates must have good math, clerical skills & public contact experience. Previous Teller experience required. Paid vacation and 401K plan. Apply in person, Mon. thru Fri. between 10am-3pm.
DETROIT SAVINGS BANK
LIVONIA
10982 Middlebelt (S. of Plymouth)
NORTHVILLE
250 N. Center (S. of 8 Mile)
An Equal Opportunity Employer

TEST ENGINEER DYNAMOMETER LAB
Immediate opening for "hands on" engineer for design & setup of test fixturing for dynamometer testing with knowledge of exhaust emissions testing plus previous customer contact experience. Prefer BSME or BSEE Engineer or equivalent lab experience.
Please forward complete resume, including salary history to:
SCHENCK PEGASUS
P.O. BOX 1287 - LAB
Troy, MI., 48099

TOOL MAKER - HEADER TOOLS
Assembly experience, days, excellent working conditions & benefits. Reply to P.O. Box 188, Romulus, MI 48174

TRUCK DRIVER - Local deliveries, must have current CDL license, good benefits. Send resume to P.O. Box 27147, Detroit, MI 48227

TRUCK DRIVER/WAREHOUSE
Person with current Class B CDL license. 40 hour week. Apply at: Erwin Farm 24150 Novi Road Novi 349-2034

TRACTOR/TRAILER DRIVERS
RTS INC. - a dedicated contract carrier is seeking several qualified individuals for our auto parts distribution operation in Redford, MI.
The ideal candidate should possess the following:
- Minimum 2 yrs tractor/trailer experience variable within the past 5 yrs
- Good driving record
- Able to meet all DOT requirements
- Class A CDL with Haz-mat endorsement
- Multi-drop experience a plus

In return we offer a competitive wage, health insurance including dental & vision, 2 weeks paid vacation after 1st yr. & a company paid pension plan.
If interested call between 3pm-8pm. Ask for Bill Smalley 1-800-447-1055
An Equal Opportunity Employer

TRUCK DRIVERS NEEDED
for temporary assignments in the metropolitan area. CDL License, current MVR, DOT physical, 1 year over the road experience.
R&R Temporary Inc. 20755 Greenfield, Su. 1101, Southfield 567-1624

TELEMARKETING (Full & Part-time available)
Our industry is one of the fastest growing consumer markets in the U.S. today. We are seeking money motivated individuals for an exciting telemarketing program we are offering in our convenient Birmingham office. Applicants must be articulate, and enjoy working with people. We offer a guaranteed salary plus commission that can enable you to earn:
$6-$10/Hr. plus
If you have experience and feel you can be a team player for a successful Telemarketing department, please call Sue at:
645-8250

OPPORTUNITY KNOCKS
Company drivers needed for 6 axle equipment to run Ohio. Paid vacations, holidays, health & life insurance, pension plan, & bonus program. MUST have a MINIMUM of 2 years tractor-trailer experience, 1 year steel hauling experience - ALL VERIFIABLE. MINIMUM 25 years old 1-800-755-1457

TRUCK DRIVER/WAREHOUSE
Experienced, for high-quality furniture store, good benefits. Please apply in person: Classic Interiors, 20292 Middlebelt Road, Livonia.

TRUCK DRIVER - 3 yrs. verifiable experience with no accidents during past 5 yrs. Must have class A, CDL & able to operate tractor trailer/roll-off equipment. Call, 317-489-1555

TUTORING COORDINATOR to tutor foster children & to coordinate volunteer tutor/mentor program. Experience with special needs children, teaching certification & teaching experience preferred. $8 per hour. 20 hours per week. Send resume to: Ruth Lineman, Youth Living Center, 30000 Hiveley, Inkster, MI 48141

TV TECHNICIAN
In shop technician needed with experience & tools. Paid vacation & holiday, can make over $50,000 per year. Commission waged. Apply at: Maintenance One, 6537 Ronda Dr., Canton, MI 455-7777

TYPESETTER - for full time day shift, 8am-4pm Mon thru Fri. Candidate must have strong knowledge of Pagemaker, Micro-softword & some IBM experience. This position pays $8.50 per hour plus benefits. Apply in person, Kinko's, 28641 Northwestern Hwy, Southfield, MI

WANTED - Computer technicians, contract basis. Monitor and printer repair and plus. Resume to: 9134 Middlebelt Rd, Livonia, Mich 48150

WAREHOUSE/DRIVER-Person needed full time for Warehouse and Delivery. Must have CDL and good driving record. Good fringe benefits. Send resume to: Box 914
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WAREHOUSE HELP
Ideal for youth 18-21. Equal opportunity employer. JTPA funded. 522-5627

WAREHOUSE HELP needed. Only experienced need apply. Computer, shipping & receiving experience a plus. Send resume to P.O. Box 790, Southfield, MI 48037, attn Pers #3

WAREHOUSE MANAGER
Division of national consumer soft-goods distribution company seeks experienced warehouse manager to direct its warehouse operations. Must have a minimum of 10 years experience in distribution management and strong skills in inventory management, motivating subordinates and shrinkage control. Salary competitive. Please send resume to: Warehouse Manager, 27150 W. 8 Mile Rd., Southfield, MI 48034

WAREHOUSE MANAGER
Auto parts rep. Mike 524-1500 or send resume to Personnel Data Agency, 1205 E. Big Beaver, Troy, MI 48083

WAREHOUSE WORKERS NEEDED
Fast-growing specialty retailer looking for hard-working individuals, full time permanent positions, warehouse in Southfield. Benefits available. Experience helpful, but not necessary. Call Kortney 645-9339

WAREHOUSE WORKER
National computer distributor needs full or part time warehouse worker/driver. Responsibilities include delivery to business customers in Detroit Metro area. Pulling, packing & gneral warehouse duties. Knowledge of area helpful excellent driving record required. Will be verified. No phone calls please. Apply 8:30am-12 noon BSM Computers, 12250 Belden Ct. Livonia, MI 48150 N. of Plymouth between Wayne & Levan

WASHINGTON INVENTORY Service offering part time entry level positions w/paid training & flexible hours. Valid driver's license & reliable transportation required. Livonia 261-3344 or Taylor 374-0220

WAYNE WESTLAND YMCA, 827 S. Wayne Rd. Westland. Latch key site directors & aides. Head day care teacher & aides. Referees, Aerobic instructors & Lifeguards, varied hours 721-7044

WEEKEND LIGHT INDUSTRIAL - work for dependable people in Livonia. $5/hr. Call 464-7078
ETD Temporary Service
Call 464-7078
An Equal Opportunity Employer

WELL ESTABLISHED pool company seeks full time temporary help. Starting immediately 651-1510

WE WANT YOU
AMBITIOUS? CONSCIENTIOUS?
We will train you and start you on long term, high income career in real estate.
Call John Belfuss, Livonia
REAL ESTATE ONE
261-0700

WOOD MODEL/pattern maker with experience needed for westside automotive prototype co. Competitive salary & benefits available 565-5400

WRECKER DRIVERS
Top pay. All shifts available. Apply in person to Jon at Maple Rd & Crooks Rd Mobil 361-1991

LICENSED NURSES & CERTIFIED NURSING ASSISTANTS

WOULD YOU LIKE TO WORK IN A QUALITY ENVIRONMENT AT A QUALITY RATE OF PAY?

Oakbrook Common Health Center, a 200 bed skilled-nursing facility which is part of a continuing care retirement community in Dearborn, Michigan, is currently seeking new professional staff to meet our growing number of residents.

We are recruiting Certified Nursing Assistants and Staff Nurses to work part-time shifts with weekday/weekend hours and developing our own "on-call" staff. A premium rate of pay will be offered.

Please visit Oakbrook and meet members of the nursing staff at one of the following times:

Thursday, September 3, 1992: 8:00 am, 1:00 pm, 4:00 pm. Wednesday, September 9, 1992: 8:00 am, 1:00 pm, 4:00 pm

You will complete an application, briefly interview and tour the facility.

Please come see that we have to offer! **OAKBROOK COMMON, Human Resources Dept., 16351 Rotunda Dr., Dearborn, MI 48180.**

Equal Opportunity Employer

Oakbrook Common
A Subsidiary of Oakwood Health Services

$ ATTENTION STUDENTS $
Now you can go to school & still make money! We offer flexible schedules with good pay + incentives. High school & college students welcome. Eves. & weekend hrs. available. Ideal for 2nd income shoppers to. Mr. Growth 683-3024

502 Help Wanted Dental-Medical

ADMISSIONS COORDINATOR
for 151 bed nursing home. Knowledge of current Medicare Medicaid requirements essential. LPC Marketing experience helpful. Send resume & salary requirements to: Administrator, Beverly Hills Nursing Center, 3030 Greenfield Rd. Royal Oak, MI 48073
An Equal Opportunity Employer

ALL SHIFTS POSITIONS AVAILABLE
Apply in person.
Marywood Nursing Care Center
36975 W. 8 Mile, Livonia, MI
Lovely new facility. RN's $15, LPN's $11.50, CNA's $5.80 to $6.30 in 1 yr. Excellent benefits!

ANIMAL TECHNICIAN
Full or part time. Send resume to: Westland Veterinary Hospital, 515 North Wayne, Westland, MI 48185

APPOINTMENT SETTING for Livonia doctor. Looking for permanent part time people. Earn $100 per week. For interview call 464-2001

ASSISTANT DIRECTOR Of Nursing RN needed for full time management. Supervisory skills required. Apply at: Wayne Total Living Center, 4427 Venoy, Wayne.

ASSISTANT DIRECTOR of Nursing & RN'S. Four Chaplains Convalescent Center has the following openings. Needs to be train the trainer certified and have a good knowledge of OBRA. Full time RN'S, all shifts. Apply in person: Karen Groves, 28349 Joy Rd., Westland. 261-9500

ASSISTANT
Part time for Podiatry office. Will train. Approximately 20 hours Livonia 261-3808

BILLER/RECEPTIONIST
For 4 doctor OB/GYN office. Experience necessary. Full time, no weekends. Telegraph/13 Mile area 646-3181

BILLERS $8-$12/hr.
DME or IV infusion corporate billers needed for many suburban openings. Terrific benefits, beautiful working environment, great incentive program. Call Patty Reibitz.
PHYSICIAN OFFICE BILLERS
Need 2 yrs. medical billing experience for cardiology/GP practice in Novi. Call Diane Detter. 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

BILLING CODER
A growing home health care agency seeks a candidate with 1-2 years experience as a Billing Coder, ICD-9 and CPT-4 required. Applicant should be a self-starter and possess the ability to work with minimal supervision. Competitive wage and benefit package offered. Please send resume and salary requirements to:
RECRUITER
2151 Fifteen Mile Rd
Sterling Hts., MI 48310
An Equal Opportunity Employer

CANTON DENTAL OFFICE Looking for an experienced self motivated responsible person to work approx. 30 hrs per week, Mon. Tues & Thurs. to handle office recall & reception. (knowledge of dental insurance helpful) 981-1228

CERTIFIED NURSING ASSISTANT CHARTER HOUSE OF NOVI
A dynamic quality long term care facility at its best, is now offering:
- Premium start salary for state certification
- Health, dental & life insurance
- Paid Vacation and sick days
- Tuition reimbursement

WHY NOT WORK FOR THE BEST!
Contact: NORA SPIRO
477-2000

CERTIFIED NURSING ASSISTANT mornings & afternoons. Taking applications Mon. thru Fri., 8am-4pm. Presbyterian Village, 17383 Garfield, Redford. Ask for Marilyn. 531-6874 ext 34

CERTIFIED NURSING ASSISTANT Shelby Nursing Center is currently seeking full time/part-time CNA for our afternoon shift. We offer a pleasant work environment and complete benefit package. Apply at: 46100 Schoenherr Rd., ½ mile N. of Hall Rd. or contact Christy Richardville 566-1100

CHAIRSIDE DENTAL ASSISTANT, experienced, needed for full time. Newburgh & 8 Mile area. Call 591-0011

CHIROPRACTIC ASSISTANT
8 legs, 4 arms, 2 heads
Likes long hours, low pay & poor benefits. Opportunity of a lifetime. Call between 12-3, 652-4325

CODING CLERK ICD-9
Full-time position. Medical billing and coding experience required. Livonia Center. Please send resume to:
Recruiter/Coding Clerk
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

CUSTOMER SERVICE POSITION
Must have experience in dental, medical or veterinary fields and a min. of an Associates degree. Self-motivated & people oriented applicants only need apply. Send resume to: 37557 Schoolcraft Rd., Livonia, MI 48150. Attn. Personnel

DENTAL ASSISTANT
Full-time. Experience in expanded duties. Excellent salary & benefits. Farmington Hills office 474-2280

DENTAL ASSISTANT wanted for young growing practice. Garden City area, experience preferred. For more information. 422-5480

DENTAL ASSISTANT Wanted. If you are experienced & enjoy good working relationship with other auxiliaries, excellent hrs., salary & benefits. Call Chris or Patty 422-5560

NEEDED IMMEDIATELY 50 CNA'S
For immediate work
Weekly payments, flexible schedules available.
RELIABLE NURSES
981-3344

WE ARE CURRENTLY accepting applications from experienced dental hygienists for our modern & progressive dental practice. Flexible full or part time hours. Please call for interview. 728-4061

FRONT OFFICE - Canton professional office seeking scheduling & treatment Coordinator. If you are a people person, motivated to achieve team results & an expert with details, we want to talk to you. Benefit package includes continuing education. No Sats. Please call Karla, Dr. Wunderlich's office, 9am-12 noon. 981-7477

DENTAL ASSISTANT - Seeking exceptional person for full time position in a preventive, patient-oriented practice. Livonia/Westland area. Must have experience in four-handed dentistry. Salary commensurate with qualifications and experience. Great benefits. Reply between 9am-3pm at. 425-5570

DENTAL ASSISTANT
Full time. Garden City area. Experienced, energetic person for very busy practice. Call. 427-2894

DENTAL ASSISTANT - Seeking exceptional person, with experience for afternoons in our friendly Livonia office 476-1960

DENTAL ASSISTANT - Seeking exceptional person, with experience for afternoons in our friendly Livonia office 476-1960

DENTAL ASSISTANT
Experienced Dental Assistant to work in friendly S.E. Livonia office. Salary open. Health insurance, vacation & retirement plan. 522-5520

DENTAL ASSISTANT
Full time cheerful assistant for small but growing dental practice in Canton. Experience preferred but not necessary.
Call: 453-9250

DENTAL ASSISTANT: Do you want to be well paid for work you love in a professional, growth-oriented environment? An outstanding specialty office is seeking an additional experienced dental assistant to join its clinical team. Call 357-3306

DENTAL ASSISTANT
Dental practice needs a people oriented self-starter, experienced chairside. Caring & responsible individual wanted for progressive practice where your contribution makes a difference. Competitive salary & benefits. Call between 10-11am or 3-4pm. 968-0093

DENTAL ASSISTANT
Livonia dental office is looking for the right person to train as a dental assistant. If you are outgoing & have good communication skills & want a part time position that will lead to full time. Please send resume to: Preferred Dental Group, 38000 Ann Arbor Trail, Livonia, MI 48150

DENTAL ASSISTANT
Our busy family dentistry office in Canton is searching for a bright, energetic person with chairside experience who enjoys a fast pace. We offer a challenging career opportunity in a team-oriented environment where employees are truly appreciated for their involvement & talent. Full time. Please call 459-5370

DENTAL ASSISTANT
Needed part time for friendly office in Livonia. Flexible hrs. Call. 476-4300

DENTAL ASSISTANT OR RECEPTIONIST - Southfield Cosmetic & family practice. Experienced. Excellent opportunity 353-5010

DENTAL ASSISTANT
Full time, for pleasant Troy office. People skills a must 828-7171

DENTAL ASSISTANT - Troy pediatric office seeks chairside assistant, Full or part-time. Ortho experience helpful 680-1680, 358-8997

DENTAL ASSISTANT NEEDED
for busy Farmington Hills practice. Full time, experienced only. Call 626-9915

DENTAL ASSISTANT
Experienced, full or part time. Nice office in Rochester Hills area 652-1100

DENTAL ASSISTANT
Full time for busy Novi office. Must be mature & reliable. Experience preferred. Call Betty at 476-9121

DENTAL ASSISTANT - PART TIME
will train. Resume to: P.O. Box 911, Garden City, Mich 48136

DENTAL ASSISTANT - experienced, part time, 2 full days a week, no evenings or Saturdays. N. Troy location 524-1280

DENTAL ASSISTANT - Full or part-time. Experienced. Great hours, great atmosphere. Looking for dynamic personality. 8 Mile/Farmington Rd 421-4530

DENTAL ASSISTANT
for established brand new W. Bloomfield office. Full or part-time. No Saturdays, no evenings. Need experience & enthusiasm to apply. Call 737-7877

DENTAL ASSISTANT
Do you have what it takes to be my Dental Assistant? Experience preferred. Full time with benefits. Send resume to: PO Box 760197, Lathrup Village, MI 48076

DENTAL ASSISTANT
Office in Dearborn/Garden City area seeks part-time person with dental experience to assist doctor & hygienist. Needs to be a fast paced team member with ability to express patient education. Call 421-5200

DENTAL business coordinator, experienced in financial & insurance management in a team oriented, congenial state-of-the art dental facility in Southfield 827-1902

DENTAL HYGIENIST
part time, for Livonia office
Call Lori at 522-5581

DENTAL HYGIENIST
Looking for the very best! Willing to pay for it! New graduates welcome. Hazel Park. Yvonne 548-1777

NURSES WANTED FOR QUALITY CARE RN's/LPN's
Tired of the hospital scene? Want to learn the other side of patient care? We have part-time positions available for 7 a.m. to 3 p.m., 3 to 11 p.m. & 11 p.m. to 7 a.m. shifts.
Call Linda Mulroy or apply:
CAMBRIDGE WEST
18633 BEECH DALY
REDFORD, MI
255-1010
equal opportunity employer

SPEECH and LANGUAGE PATHOLOGIST
Part time
SINAI HEALTH SYSTEM, a major Metropolitan health care delivery system, has an excellent opportunity available for Speech and Language Pathologist with 3 years previous experience working with adults and children.
Applicants must have a Master's Degree and a certificate of Clinical competence to coordinate the Inpatient, Speech Program, and assist in program expansion.
Contact Lori Ziolkowski at 493-6315 or send a detailed resume to:
Sinai
Employment Office-Cab
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, Michigan 48235

DENTAL ASSISTANT NEEDED
Team-oriented preventative practice in Farmington Hills. Must be compassionate, empathic & enthusiastic with dedication to excellence. Salary commensurate with experience. Ask for Sue. 661-8700

DENTAL CHAIRSIDE
experienced, Dearborn, part time. 642-3388

DENTAL EMPLOYEES
Peak Performers is currently looking to fill several Dental Assistants & Hygienists full time positions in Canton, Farmington Hills, Mt. Clemens, Southfield, Warren & W. Bloomfield. X-Ray & CPR certified. For confidential interview call. 477-6777
An Equal Opportunity Employer

DENTAL HYGIENIST
Part time position in friendly Farmington office. Hours: Tues. & Thurs. 1-7pm, & every other Sat. 8:30am-1pm. 478-3285

DENTAL HYGIENIST
Part time, Mon & Tues, Brighton. Begin in October. Please call. 227-7362

DENTAL HYGIENIST
Part time, Mondays, Tuesdays & one Saturday a month. Southfield area. 557-4488

DENTAL HYGIENIST
Walled Lake, part time, on Mondays from 1-8pm. We are looking for an entrapreneurial spirit who sees themself as innovative, dependable, friendly & loves relating to & helping people. Could lead to full time. Call 313-669-5220. We believe in talent!

DENTAL HYGIENIST
Periodontally-oriented hygienist needed to contribute to our excellent preventive program. Must be a team player with gentle and thorough clinical skills. Farmington Hills. Part time (Tuesday 10-6pm) Call Lori at 932-5650

DENTAL HYGIENIST
Rochester dental office seeking part time hygienist, Thurs. evening and Friday. 651-6447

DENTAL HYGIENIST
Part-time position. Friendly Canton office for 1-2 or 3 days per week. No Saturdays. Call. 455-2910

DENTAL HYGIENIST
High quality, low volume, non-smoking "friendly" practice in Sterling Heights, 16 & Ryan area. 977-0300

DENTAL RECEPTIONIST, full-time
Experience in insurance & pegboard system. Dental backround helpful. Farmington Hills 474-2280

DENTAL RECEPTIONIST
Full time, computer experience. Birmingham office. Salary, benefits, bonuses. Call Kelly 642-6532

DENTAL RECEPTIONIST
for modern busy single practice. Looking for motivated aggressive individual with experience. Computer knowledge a plus. 425-4530

DENTAL RECEPTIONIST
Part time. Computer & dental knowledge a must. Please call Coralee at. 562-7212

DENTAL RECEPTIONIST
Livonia office seeks a friendly person to join our full time dedicated team. Previous experience helpful but will consider person with secretarial/clerical skills for hands on training. Jan: 261-7802

DENTAL TECHNICIAN
Openings for experienced waxer or metal finisher. Top pay. 546-5841

DIETARY AIDE
Dorvin Nursing Center is currently seeking enthusiastic, dedicated people to work in our dietary department. If you can work afternoons part-time & are willing to be trained, we would like to speak with you about joining Dorvin's Circle of Care. This is a difficult but rewarding position so hard workers only need apply. Please apply at:
DORVIN NURSING CENTER
29270 Morlock
Livonia, MI 48152

EXPERIENCED Chairside Assistant for full or part time hours needed for a progressive dental practice. Expanded duties & forehanded skills are a must to fill this challenging position. Please call. 728-4061

FINANCIAL SECRETARY
Quality dental office in Dearborn/Garden City area seeks full time person to handle patient collections & financial arrangements. Dental background a must with computer experience helpful. Must have good confronting skills and be self-motivated. Some evenings & Saturdays. Salary $8.00-$10.00
Call 421-5200

GLAUCOMA CENTER OF MI
Ophthalmic Technician
Experience required
Sandra 356-0088

HOME HEALTH AIDES NURSING STUDENTS
Need some extra cash to help with back to school costs? Join the leaders in Home health care - VISITING CARE - Flexible hrs. Immediate openings for Farmington Hills & Wixom verts/shifts. Call for an appointment
Northville 313-348-0234
Brighton 313-229-0320
Ann Arbor 313-930-0050

HOSPITAL BILLING ASSISTANTS
Full-time 1-2 years medical and hospital billing required. Livonia Center. Please send resume to:
Recruiter/Hospital Billing
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

HYGIENIST - CAN'T BEAT THIS!
Top salary, plus commission, benefits & bonus arrangement. Excellent working conditions, modern office, full time/part time, position available. Sterling Heights 978-2100

HYGIENIST/PART TIME
If you are looking for a part time position. Please call our Livonia office at 591-3636

IN-SERVICE DIRECTOR
Seeking in-service director for long term care facility. Prefer RN who has train the trainer certification but will consider experienced individual without. Good wages, complete package of benefits. Send resume to: Lahser Nursing Center, 25300 Lahser, Southfield MI 48034 or call Mrs. Mc Keone at 354-3222

LABORATORY CLERK
Part-time, evenings and Saturdays. Good typing skills. Novi Center. Please send resume to:
Recruiter/Lab Clerk
DMC Health Care Center
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

LPN - FULL TIME
Midnight shift
See Mrs. Martin
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

LPN
Immediate openings, full/part-time to care for vent dependable male patient, long term case.
For appointment call Mon-Fri., 9-3pm., ask for Julie
METROSTAFF
Health Care Services
559-0345

LPN/MA, busy adult & pediatrics office. Approximately 4 days, experience required. Northwest Troy. Call after 10am 689-1130

LPN/MEDICAL ASSISTANT
Days, part time/full time. Experience preferred. We are seeking a hard-working, energetic individual for a very busy ears, nose, & throat office. Allergy knowledge/injections helpful. Send resume to:
E & T Specialists, PC
28100 Grand River, Ste. 213
Farmington Hills, MI 48336
Attention: Rita

LPN - RN needed for in home care for 3½ year old female in Westland. Afternoon shift & weekends available. Please call 352-5340

MEDICAL SECRETARY
Progressive medical supply headquarters requires medical terminology experience. To $8.50/hr. Call Mary at UNIFORCE 646-7862

LPN
With nursing home background. Some supervisory experience helpful. Genuine consern for the elderly. Contact Rita 313-669-6263

MEDICAL ASSISTANT-Full time back office for 7 Mile & Middlebelt Dermatology office. 1-2 years recent medical office experience required. Some benefits include health insurance, vacation/holiday pay, profit sharing. Call Anna, 477-7022

MEDICAL ASSISTANT needed for physicians office in Troy. Training in EKG's necessary. Full or part-time. Call. 244-8898

MEDICAL ASSISTANT, part time, for Bloomfield Hills Urgent Care Center. Must be experienced in X-ray, EKG, & veni-puncture 334-6850

MEDICAL ASSISTANT
Part-time. Needed 2-3 evenings per week. Every third Saturday. Farmington area. Call Lorae. 478-5577

MEDICAL ASSISTANT
Experienced, full time, Mon-Fri, Westland office, competitive salary. Call 10-5pm 721-7515

MEDICAL ASSISTANT
Part time, experienced only, for Birmingham pediatric office 644-1221

MEDICAL ASSISTANT - Part-Time 16-30 hrs per week. Experienced OB/GYN Office. Telegraph/13 Mile Area. Thema 646-3181

MEDICAL ASSISTANT
Willing to train hardworking caring person, but experience beneficial. Starting salary $7.25 & higher for the right person. Excellent benefits. Livonia - Novi area 478-4639

MEDICAL ASSISTANT - Livonia Doctors office. Afternoons Mon. Tues., Wed., & Fri. Saturdays 8am-2pm. Experience necessary - Vena-puncture, EKG & Xrey. Please call Pat before 2pm at. 427-9222

MEDICAL ASSISTANT for Livonia OB/GYN. Work attractive 4 day week, 10 till 4 Mon. thru Thurs. 9 to 2 Fri. Must know vena-puncture & sterile technique. Good telephone & writing skills. Respond with resume & salary requirements to: Medical Assistant, P.O. Box 74035, Lansing, MI 48909

MEDICAL ASSISTANTS/ RECEPTIONISTS
Openings with cardiology & family practice offices in suburbs. Must have 2 yrs. medical office experience great salary & benefits. Call Diane Detter 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL ASSISTANT
OB/GYN experience required. Full-time for Southfield Center. Please send resume to:
Recruiter/Medical Assistant
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL BILLER needed for busy doctor's office. Full time. Experience necessary. Garden City area 427-7223

MEDICAL BILLER EXPERIENCED
for internal medicine office
356-5273

MEDICAL BILLER
Experienced, part time for busy Podiatry office in Canton
981-7800

MEDICAL BILLING CLERK
Full time position with large medical laboratory. Previous medical billing experience preferred. Benefits. Apply in person, or send resume to:
CITATION CLINICAL LAB
23775 Northwestern Hwy
Southfield, MI 48075

MEDICAL INSURANCE BILLER/ RECEPTIONIST
Full time. Multiple offices. Southfield & West Bloomfield. Tape to tape third party billing experience preferred. Send resume to Box 986
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL OFFICE help needed. Typing, computer skills, strong phone skills & general office duties. 551-2400

MEDICAL RECEPTIONIST, BILLER. Full time plus benefits. MBS experience required. We are seeking an energetic hard working individual for a busy ear, nose & throat office. Please fax resume to: 477-2440 or call 477-7020 to schedule a interview, ask for Rita.

MEDICAL RECEPTIONIST-Full time, experienced. Busy ophthalmology office in Birmingham. Benefits. Contact B. J. 962-8941

MEDICAL RECEPTIONIST - experienced, fast paced Southfield office. Full time, benefits. Call Nancy 352-7600

MEDICAL RECEPTIONIST
Full time for busy family practice office in Walled Lake. Experience necessary. Call Lisa at 624-1526

MEDICAL RECEPTIONIST
Medical experienced, for busy Livonia urologist. Well organized, phone skills a must. Call Gail, 474-0555

MEDICAL RECEPTIONIST - permanent position, computer experience & knowledge of insurance helpful. Must have at least 1 yr medical experience. Call MedMatch 651-0652

MEDICAL RECORDS LIBRARIAN
Major Home Health Care Agency is seeking Librarian to coordinate departmental resources. Must have a degree in Library Science, Medical Records Science or an accredited records technician. Prior experience in a home health agency or health care facility preferred. Competitive wage and benefit package offered. Please send resume and salary requirements to:
RECRUITER
2151 Fifteen Mile Rd
Sterling Hts., MI 48310
An Equal Opportunity Employer

MEDICAL SECRETARY - For group practice in Farmington Hills. Receptionist, word processing & filing responsibilities 30 hrs./wk. 647-7280

MEDICAL TECHNOLOGIST
Full-time positions available (ASCP preferred). Two years experience in all areas of lab. Micro or Paramed experience helpful. Please send resume or apply at:
Recruiter/Medical Technician
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL TRANSCRIPTIONIST
experienced in Radiology. Part-time work, evenings. Call Ray Dunn at 358-4411

MEDICAL TRANSCRIPTIONIST
Part time position. 2 yrs. experience in medical transcription preferred. Knowledge of WordPerfect, good speed and accuracy is required. Send resume to:
Medical Transcriptionist
NORTHPOINTE HEART CENTER
2575 Woodward - Suite 300
Berkley, MI 48072

CHARGE NURSE/AFTERNOONS
Needed for small nursing home in Plymouth. Strong emphasis on quality patient care. Call 453-3983

MENTAL HEALTH AGENCY
General office. Afternoons/evenings. Approximately 25-30 hours/wk. Send resumes: Eastwood, 2801 N. Woodward, Suite 200, Royal Oak, MI 48073

WEST BLOOMFIELD NURSING and Convalescent Center, 6445 W. Maple Road, between Farmington and Drake Road, has immediate openings for Nursing Personnel on all shifts. Prior Nursing Home experience preferred. Please apply in person.

NURSES AIDES CERTIFIED
ALL SHIFTS. See Mrs. Saxton
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

NURSING ASSISTANTS - Full time for small nursing facility. Certification and a genuine interest in health care a must. Excellent working environment, wages and benefits. Apply Mon-Fri 9-4:30pm. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia

Medical Biller
Progressive employer needs experienced Medical Billers versed in all aspects of billing and third party payors. Radiology experience preferred but not required. Only those enthusiastic individuals who are willing to work within a team-oriented environment need apply. No phone calls please. Send resume to:
BILLING MANAGER, CMC
17117 WEST 9 MILE RD.
SUITE 830
SOUTHFIELD, MI 48075

MEDICAL OFFICE ASSISTANT INSTRUCTOR
Livonia Career/Technical Center. Part time. Pay negotiable. Must have vocational teaching certificate. Applicants should contact John E. Renner, Assistant Superintendent for Personnel, Livonia Public Schools, 15125 Farmington Rd., Livonia, MI 48154
An Equal Opportunity Employer

NEEDED IMMEDIATELY 50 LPN's
For Immediate work
Weekly payments, flexible schedules available.
RELIABLE NURSES
981-3344

OPHTHALMIC ASSISTANT
Experienced. Full time. 2 offices Birmingham & Farmington Hills 649-3535

OPHTHALMIC ASSISTANT for busy ophthalmologists with offices in Southfield & West Bloomfield. Need someone mature, responsible, full time, COA or some ophthalmic experience necessary. Send resume to Box 108
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC TECHNICIAN OR ASSISTANT
For busy 2 doctor practice in Canton. 32-40 hours/week 459-7850

OPHTHALMIC TECH needed. Friendly office and staff. Experience with refractions a must, full time. Salary commensurate with experience 846-1103

OPTICAL OFFICE in busy Livonia location needs experienced people in lab & on sales floor. Full time, benefits. Send resume to: 15540 Middlebelt, Livonia, MI 48154. Attn. Bev

ORTHOPEDICS
Certified Orthopedic Technician or LPN with 5 years orthopedic experience for high volume department for Northwest Detroit Center. Please send resume to:
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

ORTHOPEDIC SURGERY OFFICE - seeks front desk/assistant manager with initiative, previous orthopedic office experience, knowledge of insurance billing, SDM computer experience helpful. Resume to PO Box #250276, Franklin MI 48025

PATIENT ACCOUNT REPRESENTATIVE
Part time for our Livonia Center. Experienced only. Please send resume to:
Recruiter/Account Rep
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

PHLEBOTOMIST
SmithKline Beecham Clinical Laboratories has a part-time (30 hrs/wk) benefit eligible position available for Phlebotomist. Candidate should have 2 yrs. of previous phlebotomy experience with certification preferred. Please submit resumes to:
Personnel Manager
24469 Indoplex Circle
Farmington Hills, MI., 48335
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PHYSICAL THERAPY AIDE
Part time. Excellent working conditions. New clinic in Redford. Call Barbara 532-4200

PHYSICAL THERAPY AIDE
Full or part time. Varied case load with orthopedic emphasis. Experience in health care setting preferred. Novi Center. Please send resumes to:
Recruiter/Physical Therapy
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

PHYSICIAN'S ASSISTANT, RN OR LPN. Rewarding career opportunity to care for patients in a busy medical clinic located near downtown Detroit. Part time, Mon & Tues 8-4, no weekends or evenings. Excellent chance for advancement. Experienced need only apply. Call Kit Price, Mon-Thurs. from 8am-4pm 259-3933

RADIOLOGY FILE CLERK
Contingent position. Half day shifts for our Northwest Detroit Center. Medical records or radiology filing experience required. Please send resume to:
Recruiter/File Clerk
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECEPTIONIST/MEDICAL BILLER Part time. Needed for busy Southfield office. Computer entry a must. Please call Adrienne 356-8100

RECEPTIONIST for internal office. Full time with benefits. Must have experience in doctors office. No weekends. 15 mile/Telegraph area. Call Brenda 433-3600

RECEPTIONIST
For busy private optometric office in the city of Wayne. Full time experience preferred. Call Cindy, 721-5442

RECEPTIONIST for busy Livonia industrial clinic. Type 40 wpm. Be organized & decendable. Call between 8am-3pm, Mon thru Fri. 425-4600

RECEPTIONIST part time for OB-GYN in Birmingham. Experience in computer and insurance billing. OB-GYN experience preferred. Leave message on machine at 651-[illegible]

RECEPTIONIST
Full time for growing Novi office. Prior medical office experience with excellent patient communication & phone etiquette required. Computer knowledge helpful. Salary commensurate with experience. Benefits provided 473-8440

REGISTERED NURSE
Full time position. BSN preferred. 2 yrs. cardiac nursing experience required. Responsibilities include patient assessment, education, treatment and management of care. Send resume to:
Registered Nurse
NORTHPOINTE HEART CENTER
2575 Woodward - #300
Berkley, MI 48072

RN IN-SERVICE DIRECTOR
Experienced In-Service Director wanted. Certified in clinical skills observer preferred. Excellent wage and benefits. Salary commensurate with experience. Call or apply:
Cambridge South
18200 13 Mile Road
Beverly Hills, MI
647-6500
An Equal Opportunity Employer

RN/LPN
Full time position for growing 2 physician office in Novi/Farmington Hills area. Excellent clinical skills required. Prior experience helpful. Salary commensurate with experience, benefits provided. Please forward resume with qualifications to: P.O. Box 87375, Canton, MI 48187

RECEPTIONIST/BILLER, part-time with medical transcription experience. 4 afternoons per week. Generous hourly compensation. 851-5051

RESIDENT AIDE
part time, 7am to 3:30 pm. for assisted living facility in Plymouth. Call Mon. thru Fri. 451-0700

RN
Contingent position available at Northwest Detroit Center. Medical-surgical experience required. Please send resumes to:
Recruiter/RN
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN/COORDINATOR
RN with clinical background and strong leadership skills for our Northwest Detroit Center. Ambulatory care experience preferred. Please send resume to:
Recruiter/RN Coordinator
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN-HOME CARE
IV Infusion $37,000-$47,000
RN experienced in home care infusion therapy for expanding suburban company, excellent benefits & perks. Mon.-Fri. days. Call or send resume to: Patty Reibitz 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

RN, HOME HEALTH CARE
RN to supervise home health care delivery of rapidly growing, diversified long term care service company. Duties include supervision of clinical operations, development of policy & procedure & other related administrative assignments. BSN plus minimum of 2 years experience in community or home health care supervision. Must be compassionate, personable & have demonstrative ability to work compatibly with all levels of care providers & administrative staff. Submit resume & salary requirements to: Box #103
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN/LPN
Needed for skilled 40 bed facility. Apply at: Wayne Total Living Center, (middle building) 4427 Venoy, Wayne

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RNS/LPNS
Due to increasing census, Shelby Nursing Center is currently seeking professional, energetic nurses who want to make a difference in long term care to fill positions on all shifts. Enjoy above average salary, pleasant work environment and administrative support. If you have what it takes and would like to become a member of our health care team, apply in person at: 46100 Schoenherr, ½ Mile N. of Hall Rd. or contact Christy Richardville at: 566-1100

RN - UNIT MANAGER
We are seeking a dynamic RN who adapts quickly and welcomes diversity. Must be able to motivate and organize the team effort for excellent resident care. Clinical knowledge and assessment skills must be tops.
If you are interested in this challenging full time day position, submit resume to: Westland Convalescent Center, 36137 W. Warren, Westland, MI., 48185 or call 728-6100 Ellen Basmaji, RN, D.O.N., for an interview.

VETERINARY TECHNICIAN
Full time day opening for Veterinary Technician in small animal hospital. Licensed preferred. Call 476-0570

WESTLAND CONVALESCENT CENTER is looking to supplement weekend staffing with contingent nurses interested in providing superior care to our skilled residents. All shifts available. Excellent salary - commensurate with experience. Contact E. Basmaji, RN, D.O.N., at 728-6100 for an interview.

WESTLAND PODIATRIST
seeking career minded individual for Doctor's Assistant. Mon., Wed. & some Fridays. Apply in person Mon.-Fri. Dr. [illegible] office 37282 Glenwood Rd., Corner Glenwood & Newburgh. Office closed 12-2

X-RAY TECHNOLOGIST
Registered or registry eligible. Full or part time afternoon day position available for mobile x-ray company. Must be professional in all aspects & be able to work without supervision. Call Ray Dunn at 358-4411

X-RAY TECH
Now taking applications for permanent & temporary positions. Call MedMatch 651-0652

X-RAY TECH (REGISTERED)
Full time. We are seeking an energetic individual for a very busy ear, nose, throat office, willing to learn medical assisting. Full benefits. Fax Resume to 477-2440 or call Rita at 477-7020 to set up interview between the hours of 1-2pm Mon-Fri.

504 Help Wanted Office-Clerical

ACCOUNTANT - part time until Feb 1st '93 needed to assist in year end audit preparation. Field auditing experience a plus. Must be able to work independently. Send resume with salary requirements to Controller, 12445 Levan, Livonia, MI 48150

ACCOUNTING CLERK CLERICAL PART-TIME
Permanent part-time to work in Southfield social service agency in accounting dept. Experienced in general clerical duties including strong record keeping, data entry skills, proficient on 10 key calculator, familiar with Lotus 1-2-3, Officewriter &/or WordPerfect. Valid driver's license & reliable transportation to occasionally deliver & pick up documents. Flexible 15 hours per week - prorated benefits. Resume/work history: Phil Harpel, 29699 Southfield Rd., Southfield, MI 48076-2063 E.O.E.

ACCOUNTS RECEIVABLES CLERK
Full time position for small company. [illegible] successful candidate will be able to [illegible] organized, multi-task oriented. Computer experience required. Previous accounts receivable experience preferred. Send resume to: Box 935
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
Computer knowledge and typing skills of 30wpm, plus good organizational/interpersonal skills required. Minimum one year experience. Will only consider resumes with salary requirements.
Send resume and salary requirements to:
Accounts Receivable Position
Mestar Inc.
38700 Grand River Ave
Farmington Hills, MI 48335
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK for property management firm. Some collecting. 1-2 years experience. Lotus & WordPerfect a must. Skyline a plus. Competitive salary & benefits. Resume to: Accounting Manager, 30200 Telegraph, Ste 105, Birmingham, MI 48025

ACCOUNTS RECEIVABLE
Experienced or Trainee. Position open for aggressive college educated individual. Job is in the Accounts Receivable Department of a Detroit area property management company. 4 year degree in any field required. Also required, is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful, but not necessary. Send resume to: Accounting Supervisor, P.O. Box 9114, Farmington Hills, MI 48333

ACCOUNTANT - fast growing corporation based in Troy has an immediate opening for a Senior Accountant in our accounting division. Right candidate should have 4-6 years experience in general accounting, payroll, accounts receivable, etc. Bachelor degree in accounting is desirable. 828-0439

ACCOUNTANT
Employee benefits administrator in Birmingham area seeks Accountant with 5+ yrs. of public/private experience in various aspects of accounting. CPA desirable. Excellent benefits, salary negotiable. Send resume to: Personnel Mgr., P.O. Box 3039, Birmingham MI 48025-3039

ACCOUNTANTS BOOKKEEPERS CLERICAL DATA ENTRY PART TIME FULL TIME
Call accountemps -- like 54,000 professionals did in 1991!
accountemps
201 W. Big Beaver Rd. #310
Troy, MI 48084
Troy (313) 524-8050
Southfield (313) 357-8367
Ann Arbor (313) 930-2061
By appointment
An equal opportunity employer

ADIA has IMMEDIATE OPENINGS for DATA ENTRY
Full & Part-Time day positions available in the Livonia/Plymouth area. 8,000-10,000 keystrokes/hr. minimum. For interview call 525-0330

ADIA has IMMEDIATE OPENINGS FOR
- RECEPTIONISTS
- SWITCHBOARD OPERATORS
- WORD PROCESSORS (with WordPerfect & Lotus)

Farmington Hills area
We can work around your schedule!
442-7800
ADIA
The Employment People
No Fee

ADMINISTRATIVE ASSISTANT
Entry level. Excellent communication & computer skills required. 2 yr degree preferred. Full time, benefits. Send resume with income requirements to Box 972
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Long-term growth position with prestigious manufacturer. Graphic skills a plus. To $25,000/yr. Call Sara at UNIFORCE 646-7661

ADMINISTRATIVE ASSISTANT
Major financial corporation needs Lotus and Word Perfect 5.1 experience. $12/hr. Call Sally at UNIFORCE 357-0036

ADMINISTRATIVE ASSISTANT
Seeking professional with construction accounting background, word processing, good phone skills. Ferndale location. Salary negotiable, health benefits. Resume: 4012 Auburn Dr., Royal Oak, MI 48073.

ADMINISTRATIVE ASSISTANT. Birmingham investment firm is seeking detail oriented individual with excellent secretarial & communication skills to assist portfolio manager. Figure aptitude & securities experience required. Resume to: P.O. Box 3043, Birmingham MI 48012-3043

ADMINISTRATIVE ASSISTANT
To National Sales Manager.
We're a fast paced, progressive Troy based incentive/advertising company. Now seeking an accomplished individual with Macintosh computer proficiency. The ideal candidate will have strong administrative/organizational skills & be able to work efficiently with clients & coordinate internal resources. For a confidential interview contact: S. Schneider at 362-5060 ext. 224

ADMINISTRATIVE ASSISTANT
Immediate opening for Administrative Assistant to Corporate Marketing & Administrative Managers of a cellular communications firm. Successful candidate will possess excellent technical skills, including shorthand, word processing, letter composition, and customer service skills. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K, and much more. Only qualified candidates need apply.
Send resume with cover letter and salary history to:
Corporate Office Manager
P.O. Box 71043
Madison Heights, MI 48071-1907

ADMINISTRATIVE ASSISTANT
Engineering firm seeking Administrative Assistant to help our customer coordinate his engineering activities. Excellent communication skills, word processing and familiarity with CAD preferred. Send resume to P.O. Box 4594, Troy, MI 48099

ADVERTISING SECRETARY
Advertising agency has challenging position. Harvard Graphics, N&I or Officewriter a plus. To $9.50/hr. Call Shirley at UNIFORCE 357-0036

ADVISOR
Handling a large volume of incoming calls, data processing, light record keeping. Must have good typing skills and like to work with the public. Full and part time positions available. Will train the right people. Nice local office 476-7355

APPLY NOW
- DATA ENTRY

Long term assignments
Day & afternoon shifts
ADIA PERSONNEL SERVICES
722-9060 or 382-2342

ASAP RECEPTIONIST
Multi-line long term
Data Entry
[illegible], Livonia location
WORD PROCESSORS
All software needed
Long and short term assignments Available
Top pay and benefits
Call for appointment
261-3830
INTERIM PERSONNEL
33300 5 Mile, #204
H & R Block Company
NEVER A FEE
An Equal Opportunity Employer

ASSISTANT BOOKKEEPER
with fixed asset experience needed for temporary position. Computer skills a must. LOTUS a plus.
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy
Suite 202
Southfield, MI 48075

BIRMINGHAM LAW office. Experienced legal secretary, 4 member law firm. General practice/litigation. Must have WordPerfect 5.1. Send resume to: 815 E. Maple Rd., Birmingham, MI 48009

BILLING CLERK
Needed full or part time for third party insurance billing dept. Must have numerical aptitude, type 45 wpm, and work well with people. Send resume to: 8810 Beech Daly, Redford, MI 48239
An Equal Opportunity Employer

BILLING PROCESSOR
Southfield TPA has immediate opening for experienced enrollment billing processor with excellent typing & math skills. Call Darlene 353-5800, ext. 5659 or write P.O. Box 5007, Southfield, MI 48086-5007
An Equal Opportunity Employer

BOOKKEEPER ASSISTANT - Part time. Light bookkeeping, payroll & general clerical. Walled Lake area business. Send resume to P.O. Box 333, Walled Lake, MI 48390

BOOKKEEPER - ASSISTANT. Needed immediately. Part time possible full time. Tues. thru Sat. Computer knowledge. Send resume to 515 Tenth St. Detroit, MI 48216 Attn. Debbie Johnson